

Chris Swope Lansing City Clerk

May 15, 2014

Members of the Lansing City Council 10th Floor City Hall Lansing, MI 48933

Dear Councilmembers:

The Minutes from the Meetings of the following Boards, Commissions, and Authorities of the City of Lansing were placed on file in the City Clerk's Office and are available for review in the City Clerk's Office and on the City Clerk's website (www.lansingmi.gov/clerk) under the heading of "Documents Placed on File."

BOARD NAME Lansing Entertainment and Public Facilities Authority	DATE OF MEETING March 25, 2014
Lansing Brownfield Redevelopment Authority	May 2, 2014
Lansing Economic Development Corporation	May 2, 2014
Tax Increment Finance Authority	May 2, 2014

If my staff or I can provide further assistance or information relative to the filing of these minutes, please contact us at 483-4131.

Sincerely,

Chris Swope, CMC Lansing City Clerk

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LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY BOARD OF COMMISSIONERS MEETING MARCH 25, 2014

MINUTES

At 8:03 a.m., Chairwoman Charlotte Sinadinos, called the meeting to order in the Governor's Room - Lansing Center, 333 E. Michigan Avenue, Lansing, Michigan 48933.

<u>COMMISSIONERS PRESENT:</u> Tim Barron, Cindy Bowen, James W. Butler III, Jim DeLine (Ex-Officio), Charles Janssen, Tim Kaltenbach, Charles Mickens, Linda Sims-Wright and Charlotte Sinadinos.

COMMISSIONERS EXCUSED: Angela Bennett (Ex-Officio) and Robert Johnson (Ex-Officio).

OTHERS PRESENT: Scott Keith, Greg Soleau, Paul Ntoko, Tristyn Wright Meyer, Heidi Brown, Gus Pine, Shelly Busse — Lansing Entertainment & Public Facilities Authority, Janene McIntyre City of Lansing, Dirk Spillemaeckers — AMTA and Jack Alexander.

- III. ESTABLISHMENT OF THE AGENDA: No changes.
- IV. <u>PUBLIC COMMENT</u>: Jack Alexander stated he is very happy with the announcement regarding improvements to the stadium. Jack thanked Scott for all the hard work he put into making this happen. Jack stated he would like a motion and vote from LEPFA Board members acknowledging their support of the improvements.

It was discussed that a formal motion/vote wasn't needed; however, a show of hands from the LEPFA Board members acknowledged their support.

*Commissioner Mickens entered the meeting at 8:05 a.m.

V. <u>APPROVAL OF THE MINUTES FOR JANUARY/FEBRUARY 2014</u>: There was not a quorum at the February meeting to approve January 2014 minutes, a motion was made to approve January 2014 minutes and February 2014 minutes.

MOTION: Commissioner Barron SUPPORT: Commissioner Butler. Motion unanimously carried.

*Janene McIntyre entered the meeting at 8:06 a.m.

VI. REPORTS:

- A. <u>CHAIRWOMAN'S REPORT:</u> Chairwoman Sinadinos reported she attended the press conference at the ball park and stated she was happy to see many of our Commissioners present for the announcement. Chairwoman Sinadinos stated the news is exciting and the improvements present an opportunity for growth. Chairwoman Sinadinos reported the Executive Committee met last week and discussed events at all three properties and noted that all is well with the properties.
- B. SECRETARY/TREASURER'S REPORT:

- 1. Monthly Financial Statements for the month ending February 28, 2014: Greg Soleau, Vice-President of Finance, reported the following:
 - a. Lansing City Market: Total Operating Revenue year-to-date is \$81,281 compared to the prior year's amount of \$85,342. Total Expenses year-to-date are \$132,404 compared to the prior year's amount of \$131,186. Excess Revenues over Expenses year-to-date is a loss of (\$21,901) compared to the prior year's loss amount of (\$22,509).

<u>Balance Sheet</u>: Accounts Receivable is \$11,902 compared to the prior year's amount of \$16,130. Total Assets are \$94,306 compared to the prior year's amount of \$158,552. Unreserved Equity is \$53,750 compared to the prior year's amount of \$87,181.

<u>Budget vs. Actual</u>: Total Operating Revenue is behind budget by (\$7,533). Total Operating Expenses are over budget by (\$12,063). Excess Revenues over Expenses year-to-date is behind budget by (\$19,597).

b. <u>Cooley Stadium</u>: Greg stated everything is quiet at the stadium for this time of year, but noted the miscellaneous charge on page 1 of the financial statement is LEPFA's share of the suite rental that is shared with the CVB. Total Operating Revenue year-to-date is \$1,675 compared to the prior year's amount of \$2,309. Total Expenses year-to-date are \$196,891 compared to the prior year's amount of \$180,427. Excess Revenues over Expenses year-to-date is a loss amount of (\$9,273) compared to the prior year's profit of \$5,371.

<u>Balance Sheet</u>: Accounts Receivable is \$81,034 compared to the prior year's amount of \$77,193. Total Assets are \$264,297. Accounts Payable is \$138,808 compared to the prior year's amount of \$150,174. Unreserved Equity year-to-date is \$88,277 compared to prior year's amount of \$141,435.

Budget vs. Actual: Total Operating Revenue year-to-date is (\$1,904) behind budget. Total Expenses are less than budgeted by \$12,626. Excess Revenue over Expenses is ahead of budget by \$10,721.

c. <u>Lansing Center</u>: Total Operating Revenue year-to-date is \$3,376,056 compared to the prior year's amount of \$2,992,661. Total Expenses year-to-date are \$4,030,443 compared to the prior year's amount of \$3,867,474. Excess Revenue over Expenses is a profit of \$5,151 compared to the prior year's loss of (\$264,815).

Balance Sheet: Accounts Receivable is \$463,427 compared to the prior year's amount of \$383,655. Total Assets are \$1,222,561. Accounts Payable is \$166,811 compared to

^{*}Commissioner Bowen entered the meeting at 8:09 a.m.

the prior year's amount of \$184,427. Unreserved Equity year-to-date is \$370,108 compared to the prior year's amount of \$79,690.

Jim DeLine (Ex-Officio) asked Greg to explain the large difference between a profit this year and a loss last year. Greg reported that this year is an "up" year in the cycle and also trending higher with ancillary revenues.

<u>Budget vs. Actual</u>: Total Operating Revenue is ahead of budget by \$371,546. Total Expenses is over budget by (\$227,679). Excess Revenue over Expenses is ahead of budget by \$138,423.

It was noted the January financial statements must be accepted along with the February financial statements since there was no quorum last month.

Secretary/Treasurer Tim Kaltenbach moved that the monthly financials for the Lansing City Market, Cooley Law School Stadium and the Lansing Center for the periods ending January 31, 2014 and February 28, 2014 be received as published and further that the monthly expenses for each entity be accepted.

MOTION: Commissioner Barron Motion unanimously carried.

SUPPORT: Commissioner Butler

2. <u>Draft Budget Fiscal Year '14/'15</u>: A copy of the 2014-2015 Budget was distributed in "DRAFT" form because it has to be submitted to City Administration and City Council for approval. Once the budget has been approved by both it will be presented (in its final form) to LEPFA Board for acceptance. Scott reported a change to the ball park capital improvement request is conditional based upon the approval of the improvements to the ball park. If Council does not approve the ball park project, then the capital improvement request will be reinstated.

Commissioner Butler asked who wanted the increases for the ball park and City Market. Scott stated LEPFA asked for the increases and also recommended a decrease for the Lansing Center due to the strong year Lansing Center is having this year.

Finance Committee Chair Tim Kaltenbach asked for a motion to accept the 2014 - 2015 budget draft that will be presented to Council.

MOTION: Commissioner Barron SUPPORT: Commissioner Butler. Motion unanimously carried.

3. <u>Chili Cook-Off Liquor License Resolution</u>: Greg stated every year LEPFA sells alcohol at the BWL Chili Cook-Off and we need approval from the Board in order to complete the process with Liquor Control.

Finance Committee Chair Tim Kaltenbach stated the Finance Committee has reviewed and approved the Chili Cook-Off Liquor License Resolution as distributed, and asked for a motion that it be approved by the Board.

MOTION: Commissioner Janssen

SUPPORT: Commissioner Barron.

Motion unanimously carried.

C. PRESIDENT & CEO'S REPORT: Scott Keith reported the following:

1. Stadium Improvements: Scott reported on the 10.5 million dollar investment that will be made to the stadium and reviewed the improvements that will be made to seating, concessions, field, scoreboard, roof, windows, doors, locker rooms and outfield areas. Scott reported on the private developments that will be made available through "air rights" above the stadium; noting the possibility for a mixed use facility that could include residential units, office or retail space. Scott noted this announcement was also reported in national news outlets. Scott stated in addition to the improvements, we are also renegotiating the lease with the Lugnuts.

Commissioner Sims-Wright asked when the project will be completed. Scott stated the majority (if not all) of the project could be completed by next winter and the outfield area may not be completed until the end of the 2015 season.

Jim DeLine (Ex-Officio) asked how the green space will be handled in the outfield. Scott stated the green space will be reduced and/or altered/moved; but a complete review of new amenities will be presented.

Commissioner Butler asked what the terms of the new lease will include. Scott stated the new lease will be for 20 years with an increase in financial terms.

- 2. Website Redevelopment Contract: Scott reported the Finance Committee approved a contract for Gravity Works Company to work on a redesign of our website; noting the new website should be completed by July.
- 3. <u>Council Committee of the Whole:</u> Scott attended the meeting last night to discuss the City Market Merchant concerns related to parking and occupancy/vacancy issues. Scott reported he is currently working on four new vendors to come in to the City Market and that we are continually reviewing parking concerns related to the City Market.

Jack Alexander asked Scott to expand on the new seating at the ball park. Scott stated the bleacher seating will be replaced; noting the other seating is not that old.

Jack Alexander asked if the concrete will be replaced. Scott stated the concrete work will be done as part of the ball park improvements.

- 4. <u>City Market</u>: Scott stated he has not received an update with regard to a LEPFA Board representative from the City Market. Scott reported he did attend the City Market Merchant's meeting last week and asked that this topic be one which is addressed quickly and a nomination be made.
- 5. <u>Crosstown Showdown</u>: Scott announced the Crosstown Showdown is scheduled for Thursday, April 3, 2014; noting if anyone would like tickets please contact Shelly or Scott.
- 6. Shrine Circus: Scott reported the Shrine Circus will not be back at the Lansing Center next year; noting their financial situation will not allow it. Scott challenged the Sales team to come up with a revenue replacement for the Circus and reported the Michigan Nursery and Landscaping Association will be here next year in place of the Circus and the event will fill the revenue loss left by the Circus.

Commissioner Butler asked if the revenue is comparable. Scott stated the rental dollars is less; however, the ancillaries make up for that loss, so it's a trade-off.

Commissioner Barron asked if the attendance was down for the Circus this year. Scott stated there was one less show this year and their attendance was down about 20%. Scott noted the other challenge for the Circus is having to rent bleachers because the Lansing Center doesn't have built-in seating. Commissioner Barron clarified the Breslin Center does allow for an animal circus; noting the information that they didn't allow animals was an inaccurate report.

Commissioner Sims-Wright asked if City Market parking concerns have been addressed. Scott stated the concerns have been addressed and Tristyn is handling the parking concerns.

- D. PERSONNEL COMMITTEE: No report.
- E. <u>STRATEGIC PLANNING COMMITTEE</u>: Commissioner Barron reported the committee met on 3/21/14 and discussed City Market parking concerns and the ball park announcement. Bob Johnson (Ex-Officio) also attended this meeting and reviewed parking options, progress with parking and the future of parking.

VII. COMMISSIONER & STAFF COMMENTS:

A. Commissioner Kaltenbach: Commissioner Kaltenbach asked Gus to explain the date differences on the PACE reports. Gus stated the 2013 – 2014 PACE report notes current rental numbers and the date at the top of the report is the date that the report was pulled. The 2014 – 2015 PACE report notes numbers for the next fiscal year and the date at the top is the date that the report was pulled.

- B. <u>Commissioner Bowen</u>: Commissioner Bowen asked if any SWOT analysis is done when projecting the budget. Scott stated we do a "comp set" at menu prices, labor costs (based upon union agreements) and try to do a one-time increase, so that we are not increasing our costs every year. Scott stated food prices fluctuate, so a note is included in our language based upon food cost increases. Scott noted ancillaries are one other area we look at, and we try to increase on a 3 year rotation.
 - Commissioner Barron asked if we have been affected by beef price increases. Paul stated we have, beef prices are up about 20%; however, there are not a lot of groups who order beef for their events anyway.
- C. <u>Commissioner Sims-Wright</u>: Commissioner Sims-Wright asked Scott to report on any new Common Ground news. Scott stated there could be another announcement regarding new artists at the end of the month.
- D. <u>Commissioner Butler</u>: Commissioner Butler thanked Jack Alexander for working so hard to get improvements made to the stadium.
- E. <u>Tristyn Wright Meyer</u>: Tristyn reported the Food Network show "Food Court Wars" filmed their last episode of the season at the City Market last Wednesday; the episode will air on the Food Network channel on May 29th.
- F. <u>Commissioner Barron</u>: Commissioner Barron asked for an update on the City Market manager position. Tristyn stated the position has been posted and the closing date is Monday, March 31st.

VIII. OLD BUSINESS: None.

IX. NEW BUSINESS: None.

X. ADJOURNMENT: At 8:47 a.m. the meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR TUESDAY, APRIL 22, 2014. MEETING ROOM 203, 8:00 AM - LANSING CENTER - 333 E. MICHIGAN AVENUE, LANSING, MI 48933.

Respectfully Submitted, Shelly Busse – Recording Secretary

Tax Increment Finance Authority Board of Director's Meeting Minutes Lansing Economic Area Partnership -Boardroom Friday, May 2, 2014 8:00 a.m.

Members Present:

Calvin Jones, Baldomero Garcia, Pierre LaVoie

Kimberly Coleman, James Butler, Kevin O'Malley

Members Absent:

Mayor Bernero

Temporary Members Present:

None

Staff Present:

Karl Dorshimer, Marchelle Smith

Guests:

Brian Lefler, Robert W. Baird & Co.

Public Present:

None

Recorded by:

Tedi R. Parsons, LEAP

Call to Order

Chair Jones welcomed everyone and called the meeting to order at 8:33 a.m.

Approval of TIFA Meeting Minutes - Friday, March 14, 2014

Motion:

Butler moved to approve the meeting minutes from the Friday, March 14,

2014 TIFA Board of Director's meeting. Motion seconded by Garcia.

Yeas:

Unanimous. Motion carried.

Financial Statements - Period Ending March 31, 2014

Dorshimer provided an overview of the TIFA Financial Statements, period ending January 31, 2014. Discussion ensued.

Motion:

Coleman moved to accept the TIFA Financial Statements, period ending

March 31, 2014 as presented and place on file. Motion seconded by

Butler.

Yeas:

Unanimous. Motion carried.

2014 - 2015 TIFA Proposed Budget

Dorshimer provided an overview of the proposed 2014 – 2015 TIFA Budget. Dorshimer noted the differences/variances in the expenditures. Smith proposed holding off on approving the 2014 – 2015 TIFA budget, as some of the numbers have not been finalized because of the ongoing refinancing of the TIFA debt and will present the amended budget for approval at the June 2014 meeting.

TIFA Refinancing (update)

Dorshimer provided an update/overview on the TIFA Refinancing. He reintroduced Brian Lefler, Robert W. Baird & Co., who provided an update on the TIFA refinancing, noting the following:

- City of Lansing will use a measured approach to the refinancing of the TIFA.
- There will be a meeting with Bill Fowler, City of Lansing, today to make sure that Phase I (2014) of the plan is going as planned and to ensure the refinancing plan is solid and on target.
- The TIFA refinancing plan will take place over the next 5-years.
- If the refinancing plan can be put in place by June 1st, the City of Lansing will not need to cover the \$1.4 million dollar TIFA revenue shortfall (for payment due June 1, 2014)

Other Business

None reported.

Public Comment

None.

Adjournment

Chair Jones declared the meeting adjourned at 9:02 a.m.

Karl Dorshimer, Director, Economic Development Lansing Economic Area Partnership (LEAP)

Lansing Brownfield Redevelopment Authority Board of Director's Meeting Minutes Lansing Economic Area Partnership -Boardroom Friday, May 2, 2014 8:00 a.m.

Members Present:

Calvin Jones, Baldomero Garcia, Pierre LaVoie

Kimberly Coleman, James Butler, Kevin O'Malley

Members Absent:

Mayor Bernero

Temporary Members Present:

None

Staff Present:

Karl Dorshimer, Marchelle Smith

Guests:

None

Public Present:

None

Recorded by:

Tedi R. Parsons, LEAP

Call to Order

Chair Jones welcomed everyone and called the meeting to order at 9:03 a.m.

Approval of LBRA Meeting Minutes - Friday, March 14, 2014

Motion:

Garcia moved to approve the meeting minutes from the Friday, March

14, 2014 LBRA Board of Director's meeting. Motion seconded by Butler.

Yeas:

Unanimous. Motion carried.

Financial Statements - Period Ending March 31, 2014

Dorshimer provided an overview of the LBRA Financial Statements, period ending March 31, 2014, noting that each Brownfield Plan is represented by its own budget line item.

Motion:

Coleman moved to accept the LBRA Financial Statements, period ending March 31, 2014 as presented and placed on file. Motion

seconded by LaVoie.

Yeas:

Unanimous. Motion carried.

2014 - 2015 LBRA Proposed Budget

Dorshimer provided an overview of the 2014 – 2015 LBRA budget. Butler inquired about the status of the NeoGen project. Smith noted that the Brownfield costs for this project have been fully reimbursed to the company. She further advised that, to date, \$243,569 has been captured for the Revolving Loan Fund (RLF). Dorshimer said the LBRA budget remains strong.

Motion:

LaVoie moved to receive the LBRA Financial Statements, period ending March 31, 2014 as presented and placed on file. Motion

seconded by Garcia.

Yeas:

Unanimous. Motion carried.

Other Business

None.

Public Comment

None.

Adjournment

Chair Jones declared the meeting adjourned at 9:20 a.m.

Karl Dorshimer, Director, Economic Development

Lansing Economic Area Partnership (LEAP)

Lansing Economic Development Corporation **Board of Director's Meeting Minutes** Lansing Economic Area Partnership -Boardroom Friday, May 2, 2014

8:00 a.m.

Members Present:

Calvin Jones, Baldomero Garcia, Pierre LaVoie

Kimberly Coleman, James Butler, Kevin O'Malley

Members Absent:

Mayor Bernero

Temporary Members Present: None

Staff Present:

Karl Dorshimer, Marchelle Smith

Guests:

None

Public Present:

None

Recorded by:

Tedi R. Parsons, LEAP

Call to Order

Chair Jones welcomed everyone and called the meeting to order at 8:03 a.m.

Approval of LEDC Meeting Minutes - Friday, March 14, 2014

Motion:

Butler moved to approve the meeting minutes from the Friday, March 14, 2014 LEDC

Board of Director's meeting. Motion seconded by LaVoie.

Yeas:

Unanimous. Motion carried.

Financial Statements - Period Ending March 31, 2014

Dorshimer provided an overview of the LEDC Financial Statements, period ending March 31, 2014.

Motion:

Garcia moved to accept the LEDC Financial Statements, period ending March

31, 2014 as presented and place on file. Motion seconded by Coleman.

Yeas:

Unanimous. Motion carried.

UDAG Report - Period Ending March 31, 2014

Dorshimer provided an overview of the UDAG report, period ending March 31, 2014, advising there was nothing unusual to report. Smith noted that this report is an overview of the UDAG funds.

Resolution to Approve the 2013 - 2014 LEDC Budget Amendment (Action Item)

Dorshimer presented a Resolution (Approval of the 2013 - 2014 LEDC Budget Amendment) to the board, providing an overview of the proposed changes to the 2013 - 2014 EDC budget.

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Motion: LaVoie moved to accept and approve the Resolution to amend the 2013 -2014

LEDC budget as presented. Motion seconded by Garcia.

Yeas: Unanimous. Motion carried.

2014 - 2015 LEDC Proposed Budget & Runway Incubator Bidding/Build-Out

Dorshimer provide an overview of the 2014 – 2015 LEDC budget. Jeff Smith, LEAP, provided an overview of the Runway Incubator budget and project update, including construction costs, leases, and necessary equipment needed to get the space up and running.

Motion:

Butler moved to accept and approve the 2014 - 2015 LEDC budget as presented.

Motion seconded by Coleman.

Yeas:

Unanimous. Motion carried.

2014 - 2015 LEDC & LEAP Contract / LEDC & City of Lansing Contract

Dorshimer reminded the EDC board of the 2014 – 2015 LEDC & LEAP and LEDC & City of Lansing contracts, which need to renewed prior to July 1, 2014. The two updated (draft) contracts will be sent to the EDC board for review prior to the June 2014 LEDC Board Meeting, requesting approval at this time.

Update on Projects

Dorshimer provided an update on the following projects:

- Ballpark North: This project continues on-course and there is an agreement between the City of Lansing and the developer. The agreement/project will be presented to the Lansing City Council on Monday, May 5, 2014.
- Brownfield Plan #59, 4000 N. Grand River Redevelopment Project continues to move along and was recently approved by the Lansing City Council.
- High Grade Materials Processing Plant (Brownfield Plan #58) is progressing along well.
- Dr. Subori Building (Brownfield Plan #57): This project is still trying to structure financing package.
- YMCA/Reutter Park project may be on track. Dorshimer recently met with the developer and discussed this project and the possibility of it finally coming to fruition. Dorshimer will report back at a future meeting.

Public Comment

None.

Adjournment

There being no further business, Chair Jones declared the meeting adjourned at 8:31 a.m.

Karl Dorshimer, Director, Economic Development

Lansing Economic Area Partnership (LEAP)